



# Procurement Review Checklist

## Procurement Services Division

This form must accompany all Purchase Order Requisitions  
Attach Required Vendor Ethics Disclosure Statement

Date: Feb 22, 2024

MinuteTraq (IQM2) ID #: \_\_\_\_\_

<b>Vendor:</b> Insight Public Sector	<b>Vendor #:</b> 10809	<b>Contract Term:</b> One time	<b>Contract Total:</b> \$65,500.00
<b>Dept:</b> ETSB	<b>Contact:</b> Eve Kraus	<b>Phone:</b> 630-550-7743	<b>Assigned Committee:</b> ETSB
<b>Description of Procurement/ Scope of Work/ Background</b>	Recommendation for the approval of a contract to Insight Public Sector PO 924007 to provide 500 GTS H7038IS-LI portable radio batteries for the APX7000XE fire radios utilizing the OMNIA Partners (Cobb County) IT Products and Services (#23-6692-03) contract at a 22.937% discount. Total amount of \$65,500.00.		
<b>Reason for Procurement</b>	There is a lead time of 4-6 weeks for initial delivery. Batteries for the APX7000XE fire radios continue to be replaced for immediate use in the field to bridge the deployment gap for the new APXNext XN fire radio.		

### FUNDING SOURCE

☒ Procurement budgeted for (FY and budget code(s)): FY24-25 4000-5820-52250

☐ Budget Transfer (Date) \_\_\_\_\_ Add'l Information \_\_\_\_\_

### DECISION MEMO NOT REQUIRED

- ☐ LOWEST RESPONSIBLE QUOTE # or BID # \_\_\_\_\_ (QUOTE < \$25,000, BID ≥ \$25,000; attach Tabulation)
- ☐ RENEWAL, Enter Bid # \_\_\_\_\_ ☐ Intergovernmental Agreement
- ☐ SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- ☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under \$35,000.00 ☐ Public Utility
- ☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

### DECISION MEMO REQUIRED

☒ Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)

☒ Under Government Joint Purchasing Act (30ILCS525) select one below

Other Government Entity

OMNIA Partners (Cobb County) IT Products and Services (#23-6692-03)

- ☐ EXPLANATION OF REQUEST FOR PROPOSAL RFP # \_\_\_\_\_ (include Evaluation Summary if applicable)
- ☐ RENEWAL OF RFP # \_\_\_\_\_
- ☐ PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- ☐ OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- ☐ REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- ☐ OTHER THAN LOWEST RESPONSIBLE, BID # \_\_\_\_\_

### PREPARED BY AND APPROVAL(S) (Initials Only)

ek	Feb 22, 2024	LMZ	Feb 22, 2024	N/A
Prepared By	Date	Recommended for Approval	Date	IT Approval, if required
			Date	

### REVIEWED BY (Initials Only)

Buyer	Date		Procurement Officer		2-26-2024
				Date	
Chief Financial Officer			Chairman's Office		
(Decision Memos Over \$25,000)	Date		(Decision Memos Over \$25,000)	Date	